BI Power User Workshop - Outline

1. **Introduction**
2. **BI**
   - BI Overview
   - BI – What it is / is not
   - BI End User vs. BI Power User
   - HRMS Portal vs. SAP GUI
3. **BI Environment**
   - BI Environment Overview
   - AD Hoc Query Considerations
   - Is BI the Best Source for my Ad Hoc Query?
   - Which InfoProvider Should I Use?
   - How Often is Data Updated in BI?
4. **Business Explorer**
   - BI BEx Tools Overview
   - What is BEx?
   - BEx Analyzer Overview
   - BEx Query Designer Overview
   - Accessing BEx Tools
   - Change BI Password via SAP GUI
5. **BEx Ad Hoc Query Fundamentals, Part I**
   - BEx Ad Hoc Query Fundamentals Part I Overview
   - Key Figures
   - Dimensions
   - Characteristics
   - Free Characteristics
   - Attributes
   - Filters
   - Saving an Ad Hoc Query
   - Exercise 1

6. **BEx Ad Hoc Query Fundamentals, Part II**
   - BEx Ad Hoc Query Fundamentals Part II Overview
   - Key Figure Properties
   - Restricted Key Figures
   - Characteristic Properties
   - Variables
   - Basic Formulas
   - Exercise 2
   - Exercise 3

7. **BEx Ad Hoc Query Fundamentals, Part III**
   - BEx Ad Hoc Query Fundamentals Part III Overview
   - Compound Characteristics
   - Hierarchy Characteristics
   - Hierarchy Characteristics Properties
   - Hierarchy Variables
   - Basic Formulas
   - Ad Hoc Query Dates
   - Key Date
8. **BI Security**
   - BI Security Overview
   - Structural Authorization
   - Security Variables
   - Exercise 4
   - Exercise 5